

LAWRENCE SHAH

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August 4, 20xx

Ms. Jane Smith
Human Resource Manager
ABC Surgical Center
1200 West Algonquin Road
Palatine, IL 60067

Dear Ms. Smith:

I am applying for the **Medical Office Administration Assistant** position at ABC Surgical Center that was posted on Harper College's online job posting system. My education and work experience would allow me to successfully perform the responsibilities required for this position.

I would be a positive addition to your team because of my strong knowledge of medical terminology, coding and billing, excellent computer skills and outstanding communication skills. I have worked in a confidential setting and have a proven record of working effectively in a fast-paced team environment.

ABC Surgical Center has a reputation for providing excellent care for its patients and that is the type of medical organization to which I would like to contribute my passion and talents. I look forward to the opportunity to meet with you in person. If I can provide any additional information, please contact me. Thank you for your consideration.

Sincerely,

Lawrence Shah